

**DETERMINATION AND FINDINGS  
FOR A  
SOLE SOURCE PROCUREMENT**

<b>CONTRACT NO:</b>	<b>DCHC-2008-H-7071</b>
<b>CAPTION:</b>	<b>Dental Services</b>
<b>PROPOSED CONTRACTOR:</b>	<b>Quality Plan Administrators, Inc.</b>
<b>PROGRAM AGENCY:</b>	<b>Department of Health Care Finance</b>

**FINDINGS**

**1. AUTHORIZATION:**

D.C. Official Code §2-354.04, 27 DCMR 1304, 1700 and 1701

**2. MINIMUM NEED:**

The Department of Health Care Finance (DHCF) has a continuing need to access the Quality Plan Administrator's (QPA) dental provider network for the District's Medicaid Eligible fee-for-service (FFS) recipients. The dental administrator's requirements shall include developing and maintaining an adequate network of dental providers, administrative and support services for the FFS population.

The Period of Performance shall commence from April 1, 2013 through March 31, 2014.

**3. ESTIMATED REASONABLE PRICE**

The estimated fair and reasonable price to provide the required services for the Period of Performance for April 1, 2013 through March 31, 2014 shall be in the amount of \$300,000.00.

The estimated price has been determined fair and reasonable based on the fact that the unit prices for the contract are the same as those paid by the District under the previous contract.

#### **4. FACTS WHICH JUSTIFY SOLE SOURCE PROCUREMENT:**

The following facts justify the Sole Source Procurement:

- Through a Human Care agreement, the contractor has provided the FFS population access to their dental provider network, beneficiary services, and related administrative services since April 1, 2008.
- Currently, recipients of the FFS population are in active dental treatment with QPA dental providers. These dental providers are not enrolled as DC Medicaid FFS providers therefore the continuity of dental care for the FFS population would be disrupted without access to their network.
- The contractor's network allows access for the FFS population to dental specialists currently not enrolled in the FFS program.
- The Department of Health Care Finance would like to extend contract for one year to allow transition of members to DC Medicaid Fee for Service Providers and end this contract. Also, according to Department of Health Care Finance policy, providers can bill for health care services up to a year after the date services were rendered.
- A market research was conducted on this procurement and the result showed that there are other Dental Network Services in the District and outside the District. However, the timing constraints will not allow a competitive solicitation to be put out now with further consideration of the required transition period between the successful Offeror and the incumbent Contractor.
- The services can be provided by another Contractor, but, the incumbent Contractor providing services currently has been providing same to the District since 2008. The satisfactory past performance records and experiences with executing the Program places the incumbent Contract on a better position than others.
- Due to time constraint it is not feasible to conduct a competitive procurement and award a contract prior to the expiration date at this time. In addition, DHCF is no longer seeking to continue the requested services after March 31, 2014.

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**CAPTION:** Dental Services  
**PROPOSED CONTRACTOR:** Quality Plan Administrators, Inc.  
**PROGRAM AGENCY:** Department of Health Care Finance

**5. CERTIFICATION BY AGENCY HEAD:**

I hereby certify that the above findings are true, correct and complete.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Wayne Turnage  
Director, Department of Health Care Finance

**6. CERTIFICATION BY CONTRACTING OFFICER:**

I have reviewed the above findings and certify that they are sufficient to justify the use of the sole source method of procurement under the cited authority. I certify that the notice of intent to award a sole source contract was published in accordance with 27 DCMR 1304 and that no response was received. I recommend that the Chief Procurement Officer approve the use of the sole source procurement method for this proposed contract.

\_\_\_\_\_  
Date

\_\_\_\_\_  
O'Linda Fuller, MBA, CASA  
Contracting Officer

**DETERMINATION**

Based on the above findings and in accordance with the cited authority, I hereby determine that it is not feasible or practical to invoke the competitive solicitation process under either Section 402 or 403 of the District of Columbia Procurement Practices Reform Act of 2010 (D.C. Law 18-371; D.C. Official Code § 2-354.02 or 2-354.03). Accordingly, I determine that the District is justified in using the sole source method of procurement.

\_\_\_\_\_  
Date

\_\_\_\_\_  
James D. Staton, Jr.  
Chief Procurement Officer



## **INSTRUCTIONS FOR THE D & F FOR A SOLE SOURCE PROCUREMENT**

### **1. AUTHORIZATION**

D.C. Official Code §2-354.04; There is only one source for the required goods or services. Cite 27 DCMR 1304 and 27 DCMR 1700 and 1701 as applicable.

### **2. MINIMUM NEED**

Describe the program agency's requirement for a stated minimum need (scope of work) and time frame within which work must be performed. List in detail the precise nature and scope of the services or supplies required. The time frame must be justified in detail when sole source justification is time based.

### **3. ESTIMATED REASONABLE PRICE**

The estimated price of the contract (the amount the contractor is anticipated to receive).

### **4. FACTS WHICH JUSTIFY SOLE SOURCE PROCUREMENT**

Indicate the facts which establish that there is only one available source. You **must** include the unique nature of the proposed procurement, the proposed contractor's unique qualifications or any other factors that qualify the proposed contractor as a sole source for the procurement.

You **must** include a description of the market survey or the reason why a market survey was not conducted.

You **must** include a list of the potential sources that you contacted, and if none a discussion of why not. Discuss which potential sources expressed an interest in the procurement and describe their interest and why they were rejected.

### **5. CERTIFICATION BY AGENCY HEAD**

The head of the program agency, by signature, certifies factually the findings.

### **6. CONTRACTING OFFICER CERTIFICATION**

The contracting officer, by signature, certifies (1) factually the findings and recommends that an official with written delegated authority determines, by signature, that the use of the sole source procurement method is justified, and (2) that the notice of intent to award a sole source contract was published and that no viable response was received. The contracting officer must state that either no response was received or briefly explain why a response was not viable.

## **7. DETERMINATION**

An official with written delegated authority determines, by signature, that the use of the sole source procurement method is justified. The Chief Procurement Officer, or an official delegated authority in writing to sign on behalf of the Chief Procurement Officer, must sign the determination if the procurement is in excess of five thousand dollars (\$5,000).

### **INSTRUCTIONS FOR THE D & F FOR A SOLE SOURCE EXTENSION OR RENEWAL PROCUREMENT**

Use the same D&F template with the following changes:

1. Replace the heading with:

#### **DETERMINATION AND FINDINGS FOR A SOLE SOURCE EXTENSION OF CONTRACT**

2. Replace the Authorization with:

1. **AUTHORIZATION:**

D.C. Official Code §2-354.04, 27 DCMR 1304, 1700, 1701 and 2005.6(b)